PRERETIREMENT PROGRAM

Since January of 1987 the Retirement Office has been conducting statewide Preretirement Planning seminars for plan members and spouses, age 50 and over.

LB311 passed by the Eighty-Ninth Legislature, Second Session, 1986, requires the Retirement Office to conduct the seminars and establishes the basic guidelines for our office to follow.

LB 369, effective September 9, 1995, states, "The employer shall provide each eligible employee leave with pay to attend up to two preretirement planning programs." According to this law, "...leave with pay shall mean a day off paid by the employer and shall not mean vacation, sick, personal, or compensatory time." Members may choose to attend a seminar more than twice, but such leave shall be at their expense and shall be at the discretion of the employer. **This law is not retroactive and therefore will <u>not</u> include any attendances prior to September 9, 1995.** See Chapter 84-1511 of the Revised Nebraska Statutes for further details.

PERSONAL PLANNING PROGRAM

Effective September 6, 1991, LB254 authorized the Retirement Office to conduct planning seminars for plan members and spouses <u>under</u> age 50.

The law says, "employers shall provide each eligible employee leave with pay to attend a planning program twice prior to age fifty." According to this law, "leave with pay shall mean a day off to attend a seminar, paid by the employer and shall not mean vacation, sick, personal, or compensatory time." A member may choose to attend a seminar more than twice, but such leave shall be at the expense of the member and shall be at the discretion of the employer. **This law is not retroactive and therefore will not include any attendances prior to September 9, 1995.** See Chapter 84-1511.01 of the Revised Nebraska Statutes for further details.

The seminars are held every year in various locations throughout the state. Employees are not, according to law, to be allowed to attend more than one seminar **per fiscal year**.

REGISTRATION

The seminars are held every year in various locations throughout the state. Employees are not, according to law, to be allowed to attend more than one seminar **per fiscal year**.
We will send a Preretirement registration brochure to each employee who is age 50 or over and a Personal Planning brochure to each employee under age 50. Only members of the State Employees' Retirement System and spouses or guests of members are eligible to attend. You will receive a brochure for each seminar as the representative of your agency and a supply of posters to serve as reminders to your employees.

To register, an employee must complete the registration form and mail it to our office, along with a $13.00 fee. The fee includes a planning book, handouts, coffee and rolls to start the day, lunch, and an afternoon refreshment break.

The Retirement Office uses the State Community College facilities and therefore pays an additional $10.00 for each employee that attends. The fee paid by the Retirement Office is ONLY to cover the cost of the College’s expense for instructors, **not** materials and refreshments, etc.

The registration form must be completed by the member and returned to the Retirement Office with payment at least ONE WEEK in advance of the seminar.

CANCELLATION POLICY

A minimum of 15 participants is required for a seminar to be held. If a seminar is cancelled, registrants will be notified as soon as possible and offered an opportunity to attend another seminar, if available. If the employee cannot attend another seminar, they will receive a refund of their fees.

Refund Policy

If an employee wishes to cancel or change their registration date, the Retirement Office must be notified **at least three working days** prior to the seminar date to receive a refund.

Any questions regarding the Preretirement and Personal Planning Programs should be directed to Education Services at the Retirement Office. Education Services will also provide you a supply of registration brochures, upon request.